

## IT HAS BEEN A GREAT RIDE

By Mark Sheffield, Chief of Staff



COL William A. Guinn

On July 18, 2002, COL William A. Guinn assumed command of Letterkenny Army Depot in a traditional Change of Command ceremony that gave no indication of the changes that were soon to take place at the depot. During the first 30 days, a few subtle clues were noticed. "You are not working half days" (less than 12 hours) and "sleeping is a weakness" phrases became commonplace. Some members of the staff tried to match COL Guinn hour for hour but stopped by the end of the first week. The dye had been cast.

Letterkenny's infrastructure was in need of repair, workload was decreasing, and BRAC loomed in the future. It was commonplace to hear "I thought Letterkenny was closed." Armed with a mission to determine what "right looked like," COL Guinn and the staff started visiting private industry to benchmark ideas and processes. It soon became very apparent that Letterkenny had not kept pace with industry.

In a little over 3 short years, the vision of a capabilities based depot has gone from a concept to reality. Workload has tripled from FY02 to FY05. Letterkenny has successfully improved its safety record from the worst in AMC to the best. The depot infrastructure looks better than it has in recent history and employment has increased from 1800 to 2600 workers.

These accomplishments have not come easy. Three things contributed to the success: 1) A clear vision of what the depot should look like. This included an emphasis on both appearance and efficiency. 2) Strong leadership that was laser focused on the task at hand. Setting goals and driving actions that made the goals obtainable. 3) Effective implementation of a continuous improvement system called Lean Manufacturing.

When you walk through the shops, it is very easy to see the changes that have taken place. In 2002, building 350 was an almost empty shell with about 100 employees working. Today the HMMWV line alone employs almost 400 people. The lighting is vastly improved and the noise and activity are incredible. COL Guinn has pushed hard to make the HMMWV line a success. Many thought it was not possible to produce 5 vehicles a day. Currently, we are approaching 20 HMMWVs per day.

*Continued on page 3*



---

## Commander's Corner

---

**COL WILLIAM A. GUINN**

Team Letterkenny,

I hope everyone is coping with the summer heat. In most areas of the depot, our mission is a lot like the weather, hot and getting hotter. If you haven't seen the HMMWVs parked behind building 320, take a look at what a few week's production looks like - you'll have an idea of what is occurring in many areas around the depot. Besides HMMWVs, we've seen recent increases in our power generation mission, our Force Provider mission, missile work, and many other areas. This increase will continue. FY2006 will see a very large increase in several of our mission areas. I predict 2006 will be the busiest year most all have ever seen at this depot. Letterkenny is up to the challenge.

After the May 13th BRAC announcement, we've been working plans on exactly what missions will be coming to Letterkenny and when those missions will be coming. Please understand there are still a few more months left to go in the BRAC process, and plans are not yet "in-stone" definite, but we are moving on with planning. As we can better define what will occur and when, we will let you know the details.

As I write this, we have several other ongoing projects. In the area of Quality, the entire depot will be inspected to determine if we can be certified and registered for another year of ISO 9000 designation. As you know, Letterkenny will be known, either for good or bad, on the quality of the product we put out. The other area we're being looked at is Environmental Management. We will also be inspected to determine if the depot should be recertified to ISO 14000 environmental standards. In the past year, we've made impressive gains in eliminating solid waste

by properly recycling and have reduced our reliance on some toxic chemicals used in our industrial processes. Both ISO 9000 and 14000 are important to our reputation and our workplace, I'm sure we will do well. I'd ask everyone to understand your personal role in keeping us certified.

Another evaluation that is occurring for us is for the Shingo Prize. The Shingo Prize is a prestigious award honoring companies that are at the cutting edge of LEAN transformation. You'd recognize the names of previous winners, Lockheed-Martin, Boeing, etc... This year, the competition has been opened to include the public sector. If you know me, you know Letterkenny has already thrown our hat into the ring for consideration. Good news is we've made the first cut in the competition, the only Army organization to do so. While the competition still has a way to go, it's my hope that in September, Letterkenny's name will be added to the list of Shingo Prize winners. Keep looking for waste and working to eliminate it!

Lastly, this will be my final KennyLetter article, the past 3 years have really flown by for me. I am very proud of what we have accomplished in building a team that is second to none in supporting our brave warriors. There are so many of you who I'd like to acknowledge and thank in a public forum, but to do so in this article would swell the KennyLetter to the size of the Sunday newspaper. I hope to see each of you at the 30 AUG Change of Command ceremony to say goodbye to you. So let me close by saying, it has truly been my honor to have commanded at such an outstanding depot as Letterkenny. I thank each of you for your hard work, dedication, and friendship. See you on the high ground. Be safe.

COL William A. Guinn

Commander, Letterkenny Army Depot

Commander: COL William A. Guinn

Public Affairs Specialist: Alan Loessy; Kim Russell

Photos: Don Bitner and Gerilee Davis

This newspaper is an authorized publication for members of the U.S.

Army. Contents of the Kenny Letter are not necessarily official views of, or endorsed by, the U.S. Government, Department of Defense, Department of the Army, or Letterkenny Army Depot. It is published periodically by the Public Affairs Office, AMSAM-LE-CO-P, Bldg 10, Letterkenny Army Depot, Chambersburg, PA 17201.

Phone: (717) 267-5102.

E-mail [alkyca@emh1.lead.army.mil](mailto:alkyca@emh1.lead.army.mil) Circulation: 2000

*Continued from cover*

The ride has been both fast and furious at times. In December 2004, the goal was 50 HMMWVs per month. By December 2005, the goal will be closer to 500. Discipline squares, standard work, and continuous improvement are the new phrases that seem to be repeated everywhere. PATRIOT, BIDS, HMMWVs, MKTs, generators, the language has become universal. COL Guinn has driven home the need for organization and discipline. Never far from COL Guinn's side, SGM Brown has continued to drive home the need for improvement and keeping "OUR HOUSE" in order.

In addition to new product lines, the 350 annex boasts a variety of new equipment that has contributed to the depot's success. A new CNC computer programmable Trumpf punch press continually punches and forms sheet metal in the same area as the new laser cutter, water jet, and HAAS machining centers. The color and efficiency of the new equipment jump out in contrast to the drab gray and green older machines that once dominated the machine shop.

Letterkenny also achieved many firsts during COL Guinn's command. In 2002, LEAD won the Secretary of the Army Environmental Award for Environmental Restoration. Letterkenny also received depot wide certifications in ISO 14001, Environmental Management Systems, and ISO 9000, Quality Management Systems. These third party registrations recognize LEAD's processes as world class and demonstrate to all customers the depot's commitment to both the environment and quality. Letterkenny is also a finalist for the 2005 Shingo Prize for Manufacturing Excellence. The award is a national recognition for excellence in LEAN operations. LEAD is the Army's only entry.

Like all great rides at the amusement park, the ride has to have excitement and thrills. The thrill came on May 13, 2005 when the BRAC commission announced LEAD was not slated for closure but would actually gain approximately 400 jobs. Thanks to the leadership and guidance of COL Guinn and the steadfast support of SGM Brown, LEAN has successfully helped turn the corner from being potentially closed in BRAC 2005, to the depot known as the leader in innovation, efficiency, and reliability. Count the number of tours we have had recently. May we never hear the words, "We thought LEAD was closed" again.

As you look around the depot today at all the new missions and new faces, one does not have to imagine all the changes that have taken place. They are real and you can touch them. Force Provider, MKTs, Armor Programs, Generator Sets, HMMWVs, PFI Soldiers, young faces; a depot busy supporting a nation at war. The last three years have been great. COL Guinn and SGM Brown - **"Thanks for the Ride."**



***During a recent visit Secretary of the Army, Dr. Francis Harvey and COL Guinn discuss one of the many innovative processes taking places at Letterkenny***



## **LEAD CHANGE OF COMMAND**

The change of command ceremony is scheduled for Tuesday, August 30<sup>th</sup>. MG James Pillsbury, Commanding General of US Army Aviation and Missile Command will preside.

After over three years as Letterkenny Army Depot's Commanding Officer, Colonel William A. Guinn and his wife Karen will get to spend more time with their grandchildren in Idaho.

The Change of Command, rich in tradition, will take place at 9:00 a.m. in the outdoors at Letterkenny Recreation area. General Benjamin Griffin, Commanding General of U S Army Materiel Command is expected.

A large crowd of depot employees and community leaders is expected to attend. The 389<sup>th</sup> Army Band from Aberdeen Proving Ground --"AMC's Own"-- will provide music for the event. Bus schedules will be published and all employees are urged to attend.

## **CHANGE OF RESPONSIBILITY FOR SERGEANT MAJORS**



In an unusual coincidence, that same day marks the end of four years of service by Sergeant-Major Edward L. Brown, Jr.

Within the change of command ceremony, the guidon will be transferred from SGM Brown to Sergeant Major Curtis Green in a simultaneous ceremony known as a Change of Responsibility.

SGM Brown and his wife Darlene will transfer to Ft. Huachuca, Arizona while SGM Green and his wife Phyllis come to Letterkenny from Fort Hood, Texas.

## **SGM BROWN'S FAREWELL**

Sergeant Major Brown will be honored with a dinner at the American Legion, Philadelphia Avenue in Chambersburg on August 29<sup>th</sup> beginning with a Social Hour at 5:30 and dinner at 6:30.

Reservations for this event are available for by contacting SSG Paul Luntumbuez at 267-8604 or by e-mail at [paul.luntumbuez@us.army.mil](mailto:paul.luntumbuez@us.army.mil)



## **LOCAL LEGISLATORS VISIT DEPOT**



*Left: State Representative Rob Kauffman*



*Right: State Representative Stephen Maitland*

State Representatives Rob Kauffman (89<sup>th</sup> Dist.) and Stephen Maitland (91<sup>st</sup> Dist.) spent a large part of their day on July 20<sup>th</sup> learning about Letterkenny. Their visit was arranged by Franklin County Commissioner Bob Thomas, who accompanied them on their tour.

Through briefings and tours of Buildings 370, 350, 320 and later touring Letterkenny Munitions Center, both men were impressed with the size of the depot and the work being accomplished to support Soldiers.

Kauffman, representing Franklin County and Maitland, who represents Adams and a small portion of Franklin County were invited to return to attend the August 30<sup>th</sup> Change of Command.

# HMMWV LEAN Effort

By: Danny Farrow, LEAN Facilitator

An all out LEAN effort is underway on the HMMWV production line. LEAN team personnel have been involved full time in the set-up and improvement of the production process.

In the Subassembly area, the Hub assembly cell has been a particular success story.

The Hub area had been set up using LEAN principles, but it needed work.



These improvements are due to a true team effort. They could not have been accomplished without the help of the cell members, DPW electricians and the equipment maintenance workers.

These changes should not only improve the working environment in the cell, but should lead to increased productivity.



LEAN is an ongoing process and belongs to the worker. Therefore LEAN team members were pleased when a contractor, Bill Hile, using his LEAN experience from a previous job at Ingersol Rand, put together a cell layout to improve the flow and the production from the Hub assembly cell.

Under the direction of LEAN team members Jim Staver and Sid Stepler, the cell was literally rebuilt. Workbenches were re-arranged, shelving added, toolboxes removed, tool shadow boards were developed, electrical power outlets and overhead airdrops have been installed. Improved lighting is also in the works.



Hub Assembly employees ( L to R ):  
Brian Farner, Bruce Pine, Bill Hile, Bill Harris, Greg Mickey, Jim Staver (LEAN Facilitator )



## INCENTIVE AWARD WINNERS

Outstanding employees received incentive award recognition several times this year. These ceremonies recognized accomplishments for the first and second quarters.



***First quarter award recipients recognized in the June ceremony.***



***Second quarter award recipients recognized in July.***

Employee recognition may derive from doing something extra to help the HMMWV recap program. Maybe it meant working weekends to push out Armor Door kits. But, these folks did something significant to get the attention of their supervisors.

The way it works is that the supervisor nominates and describes why the individual deserves recognition for an award. The nomination contains no name. It is only a description of the extra effort.

A panel is convened and awards are approved. Then, COL Guinn thanks each individual with a plaque and they receive a cash award.

Congratulations!

## RESERVE TRAINING

When people visualize training for Reserve units at Letterkenny, they think first of equipment, tents, rifles and Soldiers.

Prior to departing for his new position at AMCOM, former Director of Law Enforcement and Security Director, Major Gary Hill, provided this picture of a different type of Soldier receiving training for explosives.



This dog is taught to attack on command with real Soldiers who use heavy protective equipment.

## 28<sup>th</sup> INFANTRY DIVISION, PA NATIONAL GUARD VISITS

Interested in learning more about the capabilities offered by Letterkenny, the depot hosted a visit on August 11<sup>th</sup> from the Pennsylvania Army National Guard, 28<sup>th</sup> Infantry Division (Mechanized), Harrisburg.



***In this picture Commanding General, Major General Wesley Craig joins Depot Commander Colonel William A. Guinn in Building 350. Brig. Gen. William Yocum, Deputy Commanding General for Support is at left.***

# Recent Lean Awards

by Danny Farrow, Lean Facilitator

On Monday 6 JUN 2005, eight employees were recognized for their contributions to the Lean effort here at Letterkenny Army Depot. COL Guinn presented the awards in the Commander's Conference Room prior to the weekly director's meeting.

Three employees, Serina Henke, Vicki Papoutsis, and Jeffrey Wiley were given the Lean "hat" for participation in at least five Lean Rapid Improvement Events (RIEs).

The five other employees were recognized for their unique contributions to the Lean process during the previous year of 2004 and includes representatives from the Wage Grade, Supervisory and Support Staff workforce. Lean is a team effort at Letterkenny and it is demonstrated by the highest caliber of engagement by all five individuals noted.

conspicuous leadership for implementation of Lean manufacturing during 2004.



**Dennis Rosenberry** received the Commander's Award for Civilian Service in recognition of

his outstanding achievements in leading the way for continuous improvement and sustainment of his "foxhole". As a result of his knowledge of Lean tools and dedicated efforts, the paint area in Bldg. 370 increased throughput from 8,000 to 20,000 items.



**Ronald Spessard** received the Commander's Award for Civilian Service in recognition of his outstanding

achievements in leading the way for continuous improvement and sustainment of a Demand Flow Pull System in all support areas.



**David Bowman** received the Department of the Army Certificate of Achievement in recognition of his

achievements in six RIEs, being an "Agent for Change", and for decreasing inventories and operating costs and increasing throughput enabling vital assets to quickly return to the Soldier in time of war.



**Jeffrey Summers** received the Achievement Medal for Civilian Service for outstanding performance in the

Graphic Arts support of Lean RIEs. His untiring attention to detail has enabled LEAD to significantly increase productivity.



**David Brown** received the Commander's Award for Civilian Service for exceptional meritorious service and



## **LETTERKENNY ARMY DEPOT AND LOCKHEED MARTIN EXCHANGE MANAGEMENT IDEAS**



***SOLIDIFYING PARTNERSHIPS: Fire Control Product Support Manager Tim Randich (left) worked with Letterkenny Army Depot Transformation Office Chief Mark Sheffield during Mark's six-week residency with MFC. Mark says what he learned will help solidify partnering initiatives for Letterkenny and Lockheed Martin.***

Lockheed Martin Missiles and Fire Control (MFC) recently hosted a Letterkenny Army Depot (LEAD) manager for a six-week corporate residency at Lockheed Martin in Dallas and Orlando. Mark Sheffield, chief of the Transformation Office at Letterkenny Army Depot, worked with Tim Randich, senior manager, Fire Control Product Support. Mark noted: "My experience at MFC helped me understand how contractors conduct business and solve problems. We also solidified partnering initiatives for Letterkenny and Lockheed Martin."

During his stay, Mark witnessed activities associated with LEAN manufacturing and observed the Fire Control Factory -- a flexible manufacturing facility for Arrowhead, Sniper and Longbow. He also reviewed operations at the TADS/PNVS Direct Support Facility located on Tradeport Drive in Orlando. He held discussions with many TADS/PNVS employees about logistical challenges facing both government and industry.

He also participated in a GAO In-Transit Inventory Survey, an Arrowhead Program Process Review (PPR) and with the Apache Longbow Fielding IPT #37. He observed activities in the TADS Direct Support Facility, held Performance-Based Logistics discussions, discussed partnership opportunities with Army

depots and attended the MTADS rollout ceremony.

Mr. Sheffield also helped further LEAD efforts to become a Circuit Card Assemble repair site for TADS/PNVS and to resolve some technical problems LEAD was having with EQUATE test equipment. He also held shared ideas with Lockheed representatives on the DLA Material Returns Program, as an option for some items that may no longer be needed for ATADS/PNVS Program.

Tim Randich said, "Mark helped us gain a good perspective of government depot operations, policies and procedures. His advice and help will improve our ability to support customers' needs with products and services that provide value to the warfighter."

The corporate residency is part of an executive development program established by the U.S. Army Materiel known as "The Command Depot & Arsenal Executive Leadership Program." The program helps develop leaders who assume strategic responsibilities within the Army Materiel Command, and is implemented by the University of North Carolina and administered through the Institute for Defense and Business

## **NATIONAL GUARD TRAINING**

Pictured below is communications equipment set up near the ammunition entry area by the 271<sup>st</sup> Combat Communications Squadron of the PA Air National Guard.

Part of the unit's annual field training, this exercise provided NIPR, SIPR, and voice services to the Letterkenny terminal.





## **SECURITY OFFICERS ATTEND WEAPONS OF MASS DESTRUCTION TRAINING**

**By Officer Gary M. Rodgers**

From 28-30 Jun 05, twelve Directorate of Risk Management security officers attended a three day Domestic Preparedness Equipment Technical Assistance Program (DPETAP) and Weapons of Mass Destruction (WMD) Personal Protection Equipment training (PPE) class. Four instructors from General Physics Corporation, based out of Pine Bluff Arsenal AR, conducted the classes at Letterkenny.

They were an introduction to WMD hazardous materials signs and systems. WMD could possibly be chemical, biological, radiological, nuclear, or explosive (CBRNE). Students were provided training on responding to and identifying different types of threats and different levels of personal protective equipment. Students participated in an exercise requiring them to wear self-contained breathing apparatus and level-A chemical suits.



**Gary Rogers and Jerry Clark**

The first team of three students moved into the mock hot zone with their test equipment, identified the hazard, and moved out following decontamination procedures. The second team then went in and contained the threat, while other students set up a command post, support staff and decon-station.

DRSK's Law Enforcement and Fire and Emergency Services Divisions are first responders to any incidents on the installation. This training is part of Homeland Security and better prepares our first responders for serious threats against the depot.

## **LETTERKENNY HOLDS FIRST-EVER SUMMER TOY AND SCHOOL SUPPLY DRIVE**

This year, the Letterkenny Army Depot community teamed up to conduct a two-day summer drive to collect food and school supplies. This drive is in addition to the annual toy and food drive that collects food and toys for the Thanksgiving and Christmas holiday season.

Local food banks become depleted during the summer months and local children are in need of school supplies, so Letterkenny's Special Emphasis Committee thought the depot could lend an extra hand. This was the first-ever collection during the summer season and it was a surprising success. Seventy bags of groceries and 15 bags of school supplies will help replenish local food banks and assist needy children heading back to school.

Items were donated to local charitable organizations for distribution.



**Letterkenny's Angie Coons and Dawn Hamsher prepare to donate food and school supplies collected by the depot's Special Emphasis Committee to local charitable agencies.**

## **LEAN DIGNITARY VISITS LETTERKENNY**

*by Danny Farrow*

*Directorate of Product Assurance Lean Core Team*

Letterkenny Army Depot (LEAD) was highly honored by a visit on Wednesday, 1 June 2005, from Dr. James P. Womack. Dr. Womack is the Founder and President of Lean Enterprise Institute (LEI), Brookline, MA, and co-author of “The Machine That Changed the World” and “Lean Thinking.” The purpose of his visit to LEAD was to walk the Letterkenny Depot maintenance processes with COL William Guinn, LEAD Commander, in preparation for the upcoming LEI Business Process Summit, 9-10 June 2005. Information on the Summit is available at the LEI website, [www.lean.org](http://www.lean.org), under the “Summits” tab.



Dr. Womack was greatly impressed with the high order of magnitude for the technical requirements involved with the HMMWV repair mission in comparison to an Original Equipment Manufacturer process. He likened the LEAD process to the complexity of a hospital with a wide variety of incoming conditions and the process flexibility required to handle all possible conditions to produce a product to meet warfighter-specified quality, cost and delivery needs.

The members of the Letterkenny Lean team were honored to meet Dr. Womack and especially pleased that he took the time to meet with them and autograph copies of his “Lean Thinking” book.



Dr. Womack spent the bulk of his time at LEAD walking the High Mobility Multipurpose Wheeled Vehicle Recapitalization (HMMWV Recap) process from the beginning, induction, through final assembly and test. In Bldg 350 the sub-component, chassis, body, body mating, and vehicle assembly workstations were observed. In this area the previously disassembled vehicles are rebuilt to almost new condition using the original, new, and refurbished parts.

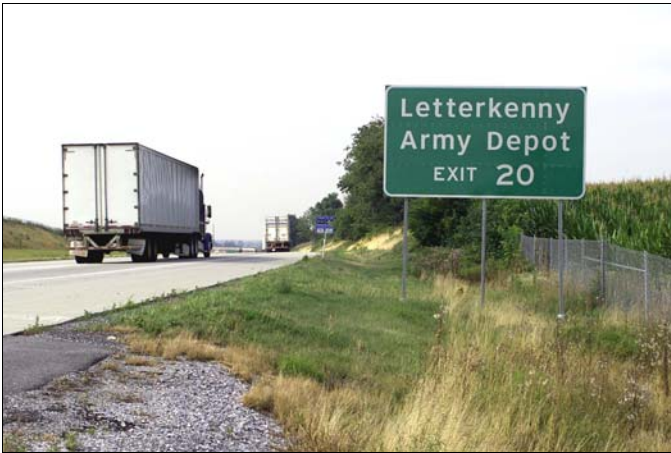


***Pictured (left to right): Jeff Wiley, Danny Farrow, Janet Krushinsky, Steve Miller, Serina Henke, Dr. Womack, Jay Bogle, Sid Stepler and Roy Flythe***



## **PENNDOT GIVES DIRECTION**

Years of efforts by Letterkenny's leadership paid off in July with the final placement of numerous directional signs along heavily traveled routes.



Two large signs in Interstate 81 will help travelers heading north or south to find Franklin County's largest employer more easily. At the end of each ramp at Scotland's Exit 20, additional smaller signs aim drivers onto PA Rt. 997 toward Letterkenny

There is also a new sign at the intersection of PA Rt. 997 and the 997 Truck Route.



A third set of signs appear at the busy intersection of Rt. 11 and 997 and take any confusion away from finding the depot.

These signs did not fit easily into Pennsylvania's logo promotion program where interstate signage is rented by motels and fast food franchises.

Governor Ed Rendell recognized the importance of drivers being able to identify and find the depot and made the signage a reality.

## **ARMY ADVOCATES**

Each state has at least one volunteer representative who serves as Civilian Aide to the Secretary of the Army (CASA). Many states, including Pennsylvania, have two.

Mr. Joseph Ziccardi, serves as CASA-East and Mr. John Spisso represents western Pennsylvania in service to the Secretary. These individuals represent the Secretary within the state and accompanying him when he tours their state's installations.

The Army Reserves has similar representatives, known as Ambassador to the Army Reserves. Pennsylvania's Ambassador to the Army Reserves is Mr. Gabriel Zinni of suburban Philadelphia.

Both Mr. Ziccardi and Mr. Zinni visited Letterkenny recently to share their long-term interest in the Army and the work that Letterkenny provides Soldiers on the ground.



*Civilian Aide to the Secretary of the Army, Pennsylvania (East), Mr. Joseph Ziccardi (2nd from left) reviews Armor work with Lonie Bender and COL Guinn and Ambassador to the Army Reserve (PA), Mr. Gabriel Zinni.*

# **U.S. MILITARY ACADEMY LOOKING FOR A FEW GOOD LIAISONS**

**By Jennifer Dowling  
Public Affairs Intern**

Have you ever thought about helping West Point recruit cadets? This may be your chance.

The admissions office is looking for a few good Military Academy Liaison Officers, also known as MALOs. These officers help future cadets get through the admissions process. They also serve as mentors to them when they arrive here.

"This is an opportunity to develop relationships," said Lt. Col. Dean Chang, who is the current MALO officer for New Jersey. "If someone wants to give back to West Point, this is a good way to do it."

According to Chang, only reserve officers hold the position of a MALO; however, anyone can volunteer to help.

Major Shelly Jackson, the media officer for the admissions office at West Point, said there are 231 MALOs and 1,436 volunteers.

Who can volunteer? Anyone who wants to make a difference, Chang said.

"Nurturing and steering these qualified candidates is a wonderful thing," he explained.

MALOs are broken down by congressional districts and have to undergo some training, including completing an online tutorial, shadowing a current liaison officer for roughly a year and attending the yearly MALO conference at West Point, Jackson said.

"Liaison candidates also have the opportunity to learn more about the admissions procedures, sit in on cadet classes and meet with the leadership," he added.

However, Chang said, the most rewarding parts are the relationships you develop and the benefits you give the academy.

"If you're still undecided about whether you want to help, think of this as your way to help us beat Navy," Jackson said with a smile.

*Editor's note: Major Shelly Jackson is the media officer for the Directorate of Admissions at West Point. She may be reached toll-free at 800-822-2769 ext. 5701; commercial 845-938-5701; DSN: 688-5701; or fax: 845-938-8121.*

## **AGREEMENT SIGNED WITH PFCU**



Lisa Johnston, Chief Financial Officer of Patriot Federal Credit Union (PFCU), and Mike Molin, the depot's liaison to the credit union, watch as Colonel Guinn signs a new five-year agreement for the depot credit union.

Under the agreement, PFCU will continue to serve Letterkenny, other employers at the Cumberland Valley Business Park and the community at large.

## **LETTERKENNY COVER STORY IN AUSA NEWS**

Letterkenny Army Depot is featured in a cover story in the September issue of AUSA news.

The Association of the U.S. Army, (AUSA) placed Letterkenny on the September cover and six pages of articles and photos of depot employees are included in this story.

To read these articles, go to <http://www.ausa.org> and click on AUSA news.





**Letterkenny Army Depot  
Civilian Personnel Advisory Center (CPAC)**

**CPAC Job Information Line - 717-267-9125**

In response to increasing demands from the general public for information on jobs at Letterkenny Army Depot, the CPAC has established a Job Information Line. Callers hear a prerecorded message that instructs them where and how to find information on current Letterkenny Army Depot job announcements. In addition, callers can leave their name and address to receive a Job Application Kit in the mail. The Job Application Kit provides instructions on filing under RESUMIX, using the Army Resume Builder, self-nominating, checking status in ANSWER, and who to contact for assistance with navigating the system, if needed. So the next time someone asks you how to find out about jobs at Letterkenny, tell them to call the CPAC Job Information Line at 717-267-9125.

**Federal Employee Group Life Insurance (FEGLI) Open Season Elections**

Coverage elected during the last FEGLI Open Season September 1 through September 30, 2004, will become effective on the first day of the first full pay period that begins on or after September 1, 2005 *and* that follows a pay period in which the employee meets the pay and duty status requirements, (i.e., be in a pay *and duty status* for 32 hours during the pay period before the one in which the coverage is to become effective). If an employee does not meet the pay and duty status requirements for any reason, you must delay putting the open season election into effect until the pay period after the one in which the employees DOES meet the requirements.

Employees that elected changes to coverage should monitor their leave and earnings statements to insure that the change requested is effected correctly.

**Thrift Savings Plan (TSP) Implements L Fund**

Beginning August 1, 2005, the TSP is offering "lifecycle funds" through what has been dubbed, the L Fund. These funds have a mix of investments in different types and characteristics, such as domestic stocks, international stocks, and bonds. The mix is chosen based on the date when you will need to use your money.

The assumption underlying the L Fund is that TSP participants with longer time horizons for investment are both willing and able to tolerate more risk while seeking higher rates of return. As participants approach the time when they will begin to withdraw their assets from the TSP, their portfolios should be adjusted to reflect a lower tolerance for risk.

Many TSP participants do not have the time, interest, or experience to manage their accounts. As a result, they may take too much risk for the returns they receive. Some TSP participants appear to be "chasing" the latest returns or leaving their accounts unattended altogether, never adjusting the allocation of their portfolios. Some participants leave their entire account in the most conservative fund, the G Fund, when they may need the higher potential returns of the other funds to give them the retirement income they want. For these reasons, many TSP participants could benefit from the professional asset allocation offered by the L Fund.

The TSP L Fund will invest only in the five funds currently offered by the TSP, that is, the G, F, C, S, and I Funds. The C, S, and I Funds will provide exposure to domestic and international equities; the G and F Funds will provide fixed income and stable value investments.

Five L Funds have been established as follows:

L 2040 - If you plan to withdraw assets 2035 or later.

L 2030 - If you plan to withdraw assets 2025 through 2034.

L 2020 - If you plan to withdraw assets 2015 through 2024.

L 2010 - If you plan to withdraw assets 2008 through 2014.

L Income - If you are currently receiving distributions or you will before 2008.

Which plan you elect depends on when you intend to withdraw assets from your account. Current TSP participants can expect to receive a DVD in the mail outlining the L Fund. Additional information is also available on the TSP website at [www.tsp.gov](http://www.tsp.gov).

### **Voluntary Leave Transfer Program**

Letterkenny Army Depot employees Paul H. Brandt, Gerald D. Hunt, Jacqueline D. Rhodes, and Joann B. Yeager are approved to receive annual leave donations under the Voluntary Leave Transfer Program (VLTP).

To donate annual leave, employees should complete either an OPM 630-A (for leave recipients within your agency) or an OPM 630-B (for leave recipients outside your agency). The completed OPM 630-A or OPM 630-B is then submitted through your supervisor to your servicing DFAS Customer Service Representative. Any employee who wishes to become a leave recipient must submit a written application (OPM 630) through the supervisory chain to the Civilian Personnel Advisory Center (CPAC) for approval/disapproval. Forms are available online at the OPM website ([www.opm.gov](http://www.opm.gov)) or from the CPAC.

### **Comings and Goings**

**Letterkenny welcomes...**Christa Bailey, Gregory Hershey, Donavan Kerns, Jason Reed, Tammy Sampson, Steven Schaffer, Timothy Schriver, James Wood, Kenneth Blanchard, Matthew Fegan, Kyle Hillard, Ryan Hillard, Tina Miller, John Rodgers, Micah VanDusen, Stephan Barry, Marlin Haskins, Judy Negley, Christopher Noe, Timothy Boyer, Ryan Clare, Jeffrey Johnson, Daniel Nonemaker, Paul Rice, Jon Roberts, Matthew Taylor, Johnny Vachon, Shawn Waters, Jamey Edwards, Christopher Groft, Walter Evans,

Brad Slinkard, Daniel Dolan, David Fraizer, Joseph Grove, Scott Guyer, Christopher Hewitt, Jimmie Madsen, John Mason, Nathan Mayse, John McIntire, Jason Mink, Kyle O'Toole, Christian Pearson, John Spellmon, Clinton Walker, Charles Watkins, James White, Troy Hughes II, Robin Babcock, Brian Clever, Jeffery Poffenberger, Tobey Brown, Marlin Byers, James Garland, Richard Grimes, David Hampton, Jason Owens, Anthony Bard, Ronald Faith, Robert Korby, David D. Metz, Jr., Kevin Rill, Michael Sherwood, Ronald Shields, Barbara Whitsel, Dennis Martin, Dennis McElhaney, Darrell King, Corey Marshall, Lenda Northcraft, Richard Schaeffer, Richard Stackhouse, George Thomas, Douglas Bulley, Kelly Bryant, Eugene Kane, Dale Martin, Donald Mills, Jr., and Vickie Torres to the Directorate of Maintenance; William Patterson, Lisa Pregartner, Julieanne Dennis, and Susan Gibson to the Directorate of Contracting; Nicole Callahan, Seth Shreve, Ashley Brotemarkle, and Laura Dodson to the Directorate of Resource Management; John Slavato, James Artis, and Monica Dean to the Directorate of Product Assurance; Ira Rosen, Bonnie Clugston, Gregory Lowe, and Edward Holloway to the Directorate of Information Management; Linda Lane, Nicolette Reasner, and Janis West to the Directorate of Supply and Transportation; Troy Bingaman, Anthony Snook, David Stull, and Allen Daywalt to the Directorate of Risk Management; William Robertson, Donald Buckley, Randy Smith, Raul Mendoza, and Keith Szada to the Directorate of Public Works; and Bradford Nagy to the Command Group.... **and bids farewell to...** Jane Johnson, Richard Kraft, Josephine Stevens, and David McClure of the Directorate of Public Works; David Miller and Lawrence Caution of the Directorate of Risk Management; Marvin Miller, Roger Robinson, Judy Wenger, John Kurpiel, David Bray, Chad Helman, William Gott, David Baver, Thomas Watson, George Henschel, Jr., Chad Watson, Richard Truett, Barry Barnhart, Delon Robinson, Barry Thomas, and Troy Koons of the Directorate of Maintenance; and Susan Stever of the Directorate of Information Management.